

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:

VACANCY ANNOUNCEMENT NO. 32-06

DATE:

April 18, 2006

POSITION TITLE : Human Resources Clerk

LOCATION : American Consulate General Frankfurt, Human Resources Office

OPEN TO : All Interested Candidates

SALARY : Ordinarily Resident: EURO 34,582 p.a. (starting salary) *
Position Grade: FSN-06

Not Ordinarily Resident: US\$ 28,183 p.a. (starting salary) **
Position Grade: FP-08
Actual grade to be determined by Washington **

(*) Full Performance Level: The successful candidate may be hired at a training level, i.e. pay grade below the full performance level, if management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards the HR specific procedures, programs and policies.

SCHEDULE : Full-time, 40 hrs./week

OPENING DATE : April 18, 2006

CLOSING DATE : May 02, 2006 (close of business)

SECURITY REQUIREMENT : Selected candidate will be required to undergo both a medical and security clearance prior to employment.

NOTE:

Non-German/Non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the MFA, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs.** Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application through regular mail for each position s/he is applying for. No fax application can be accepted.

Application Procedure: Interested candidates must submit either an "Application for U.S. Federal Employment" (DS-1950 or OF-612, or a current resume or curriculum vitae that provides the same information as on DS-1950 or OF-612. Both, "Application for U.S. Federal Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

An Ordinarily Resident (OR) hired under the Local Compensation Plan (LCP) will be entitled to the following benefits:

7% Christmas Bonus calculated of the annual basic salary

5% Vacation Bonus calculated of the annual basic salary

Employees entering the USG service under the age of 45 will be enrolled in the Retirement Benefit Plan

Payment of Meal Allowance

Payment of Wedding and Birth Benefits

30 days annual leave for employees over the age of 30

German and American Holidays paid off

BASIC FUNCTION OF POSITION: (A copy of the complete position description listing all duties and responsibilities is available in the HR Office)

Incumbent performs the full range of services and administrative tasks involved in the in/out processing of American employees from all post agencies. This includes: creating/opening an Official Personal Folder (OPF), requesting information (personal data) from new employee for all check in paperwork and preparing all check in paperwork, processing allowance payments; issuing military identification cards and PX ration cards; processing "Protocol Ausweise" for Third Country National LE-Staff employees. Incumbent maintains all relevant data in the computerized American Personnel System and has other administrative duties and is required to work with customers in a patient and polite manner. In addition, incumbent provides assistance to a large number of transiting USG employees. Serves as replacement to/is cross-trained with position no. L54110 and L54101.

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QUALIFICATIONS REQUIRED:

- **EDUCATION:** Successful completion of Secondary School is required.
- **EXPERIENCE:** Two years of clerical/secretarial office experience is required.
- **LANGUAGE:** Level IV (fluency) in English and Level III (good working knowledge) in German are required (speak/write and read). (Language ability may be tested during the interview process)
- **KNOWLEDGE, SKILLS, ABILITIES:**
 - Level II typing (minimum 40wpm) is required. (Ability may be tested during the interview process)
 - Ability to operate an office computer work station (Microsoft Office Suite incl. Word/Excel) and calculator. (Ability may be tested during the interview process)

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof of U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, budget, residency status and whether applicant has work permit, in determining successful candidacy.

Submit Applications To:

American Consulate General
Human Resources Office
LE-Staff Recruitment
Gießener Straße 30
60435 Frankfurt am Main

<http://frankfurt.usconsulate.de>

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets ***all*** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will resides at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

CLOSING DATE FOR THIS POSITION: May 02, 2006

The US Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MGT/HR: FBachmann

Cleared: MGT/HR: CASTachowitz
MGT/HR: BBallner

Approved: MGT: BCBryson

Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

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